



CITY OF LONG BEACH
DEPARTMENT OF LONG BEACH ENERGY

PROMOTIONAL/TRANSFER OPPORTUNITY

(Open to Permanent City Employees Only)

CLERK TYPIST III
(\$13.165 - \$18.002)

Long Beach Energy, Fleet Services Bureau, Towing & Lien Sales Division has an immediate opening for a permanent/full time Clerk Typist III.

DUTIES:

- Prepare lien sale and revenue tracking and reconciliation reports;
- Data entry;
- Administration support.

DESIRABLE QUALIFICATIONS:

- Recent, clerical, cashiering, data entry, or customer service experience or training;
- Ability to perform mathematical calculations;
- Knowledge of cash handling procedures;
- Ability to exercise tact, judgment and patience while assisting the public;
- Access account/permit/license/citation transactions via CRT terminal;
- Knowledge of use with a personal computer and general office equipment;

SELECTION PROCEDURE: Candidates are requested to send a letter of interest and resume to:

Long Beach Energy
Personnel & Training Division
Attn: Nerlita Grassi
2929 E. Willow St.
Long Beach, Ca 90806

Resumes will be accepted until the position is filled. Resumes will be reviewed and the most qualified candidates will be invited to participate in further selection procedures. **EQUAL OPPORTUNITY EMPLOYER.** This information is available in an alternative format by request to the Payroll/Personnel Office at 570-4683.